

# Instructions for Filling out the OCLC NetLibrary Order Form

## Please read carefully

- The form is in PDF format, and can be filled out online.
- Do not save the form until all information has been completed and checked for accuracy, as the form can only be saved once.
- If you save the form and wish to make additional changes, you will have to start over with a completely blank version of the form.

The following instructions go through the form section by section:

## Mailing Address:

- Fill this section out completely, except that the “OCLC Partner Organization” cell is not applicable to Washington State, and should be left blank.
- If your library purchases any services from OCLC currently, an OCLC symbol has been assigned to your library. Please provide the symbol, if available. If your institution does not have an OCLC symbol, leave this cell blank.

## Billing Address:

- This section should only be filled out if the information is different from that provided in under the previous “Mailing Address” section.

## MARC Record Contact Information/Library Administrator Information:

- OCLC will provide MARC records for the eAudiobook titles. These records can be loaded into your library’s automated library catalog system. Please complete the requested information for this section.
- The “Library Administrator” information should be supplied if it is different than the contact name information provided in the “Mailing Address” section. If it is the same person, this section may be left blank.

## Library Information:

- Under library size, academic libraries and schools should list their total FTE enrollment.
- Public libraries should list their annual circulation, as reported to the State Library.
  - The public library statistical report is posted on the WSL web site:  
<http://www.sos.wa.gov/quicklinks/stats>
  - Choose the “Circulation, ILL and Cooperatives” report category.
  - Be sure to report the combined total, not just the partial total for one category of user.
- The “Library Category” field should be left blank.

**Internet Protocol / Authentication Information:**

- This is one of the most important sections of the form. Without providing this information to OCLC, it will not be possible to access the collections.
- Each library or school should list the IP address range for all on site computers that might be used for accessing these collections, including both staff and public access computers.
- Remote Authentication:
  - Public Library patrons will need to come to the library once, and create a personal NetLibrary account, using one of the library computers which are authenticated via IP address recognition.
  - Once the NetLibrary account is created, it can be used to access the collections from anywhere, without additional authentication.
  - Likewise, if students create a NetLibrary account using one of the school's computers, they can then access the collections remotely (from home, etc.) using that account information.
- Referring URL(s):
  - It is not necessary to list a secure referring URL, but if one is available, it may be listed.
  - Providing a secure referring URL means that the collections can be accessed remotely without an initial visit to the library or school building.

**Branding Information:**

- OCLC NetLibrary can brand each library or school's NetLibrary web site with a logo or graphic, and the logo or graphic may be linked to a URL of the library's choice. Up to two logo graphics and URLs may be included.
- Information for this purpose should be supplied in this section.
- Branding information can be added to an account later, if it is not available at this time.

**Order Information:**

- In this section, please complete the first column only, by selecting each of the collections to which your institution wishes to subscribe (the other columns are not available for online data entry).
- Use the "pull down" selection box arrows at the far right of each cell to select the appropriate collection, one collection per line.
- If you select the combined Children's/Young Adult Collection, do not select either of the individual Children's or Young Adult Collections separately, as they are duplicates. Only use the separate Children's and Young Adult selection choices if you wish to subscribe to one without the other.
- The pricing information will be completed by OCLC, working with the State Library, or it can be filled in manually by the library before signing. School libraries should calculate pricing using the chart found on the project web site: <http://www.sos.wa.gov/quicklinks/signup>. Public and academic libraries should either leave the pricing blank, or contact Will Stuivenga for pricing.

- The date of subscription will be April 1, 2010 through March 31, 2011, and it is not necessary to include this information on the form. If your library needs an alternate start date for the subscription, please contact Will Stuiwenga (see below).

#### **Payment Methods:**

- A library that has existing OCLC services may opt to have the eAudiobook service charges added to their existing OCLC invoicing.
- Or the library may choose to be invoiced separately for the eAudiobook service by selecting the “Bill Direct” choice.
- Libraries or schools without existing OCLC invoices should select the “Bill Direct” option.
- Sales Tax Information:
  - It is our understanding that the services provided by this contract are not subject to Washington sales or use tax when purchased by libraries and made available free of charge for the use of the library’s patrons.
  - However, in order to claim an exemption from sales/use tax, you must complete and return an exemption form to OCLC with the order form.
  - The exemption form is available on the WA Dept. of Revenue’s web site:  
<http://www.sos.wa.gov/quicklinks/ExemptCert>.
  - Additional information on this subject is available on our web site:  
<http://www.sos.wa.gov/quicklinks/tax>.

#### **Sign and Return the Form:**

- The order form, once completed, should be printed, and then signed. Once signed, the form should be sent to the attention of Paul Cappuzzello at OCLC. Please use one of the following three methods of delivery:
  - 1) Scan the signed form into a PDF format, and e-mail it to [cappuzzp@oclc.org](mailto:cappuzzp@oclc.org).
  - 2) Fax the signed form to 614.718.7188, attention Paul Cappuzzello.
  - 3) Mail the form (last resort; please don’t use this option unless the others are not available, as it may delay implementation) to:
 

OCLC, Inc.  
6565 Kilgour Place  
Dublin, Ohio 43017  
ATTENTION: Paul Cappuzzello

If you have any questions, please contact Will Stuiwenga at [will.stuiwenga@sos.wa.gov](mailto:will.stuiwenga@sos.wa.gov) or 360.704.5217 or toll free 866.538.4996.